

**Minimum Qualifications Checklist
Special Agent – 2015**

Please complete the following by marking yes or no for each question. Sign and date the form at the bottom. This checklist will assist with processing your application and must be submitted with your application forms. Any false statement or willful misrepresentation will result in disqualification; if discovered after hiring you may be subject to inquiry as well as administrative or disciplinary action up to and including dismissal.

YES NO

- | | | | |
|-----|---|-------|-------|
| 1. | I am a citizen of the United States. | _____ | _____ |
| 2. | All members of my immediate family (spouse, parents, siblings, children, or cohabitants) are US citizens. (Note: This is not an 'automatic' disqualifier but is a factor that may affect whether a clearance can be granted.) | _____ | _____ |
| 3. | I have a BA/BS degree from an accredited college or university (or I will have <i>prior</i> to June 28, 2016). | _____ | _____ |
| 4. | I understand that I must be at least 21 years old and not have reached my 37 th birthday by the time of appointment. (<i>preference-eligible veterans excepted</i>) | _____ | _____ |
| 5. | <i>For applicants at or above age 37:</i> I am a preference-eligible veteran as defined by current law. (Documentation required for consideration.) | _____ | _____ |
| 6. | I am in compliance with the Selective Service Act and I have registered as required if necessary (male applicants only). | _____ | _____ |
| 7. | I am willing to carry and, if necessary, use firearms in the performance of Special Agent duties. | _____ | _____ |
| 8. | I am willing to travel frequently and willing to live and serve anywhere overseas and in the United States. | _____ | _____ |
| 9. | I have a valid U.S. driver's license. | _____ | _____ |
| 10. | I certify that I have administered the Physical Readiness Test Self-Evaluation and that my score meets at least the satisfactory level. | _____ | _____ |
| 11. | In the past two years, have you received written notification that you were found unsuitable for employment by a Department of State Foreign Service Suitability Review Panel? For more information, see http://www.state.gov/m/a/dir/regs/fam (3 FAM 2215). NOTE: Individuals who have been found unsuitable for employment by a Department of State Foreign Service Suitability Review Panel within the previous two years are ineligible to apply. | _____ | _____ |
| 12. | If I am offered a position, I understand that I must successfully undergo a background investigation and be granted access to Top Secret/Sensitive Compartmented Information (TS/SCI). I understand that I must successfully complete a medical examination and a determination of my suitability for Foreign Service employment. | _____ | _____ |
| 13. | In accordance with the Lautenberg Amendment to the Gun Control Act that states a person convicted of a misdemeanor crime of domestic violence may no longer possess a firearm, I can certify I have not been convicted of any such violation and that I am not otherwise prohibited from possessing firearms. | _____ | _____ |
| 14. | I understand that I must successfully undergo a rigorous training program which includes firearms qualification, physical fitness standards and tests, specialized driving tests, as well as academic subjects, and that failure to pass any aspect of the training program is grounds for separation. | _____ | _____ |

Applicant's name (printed): _____

Signature: _____ **Date:** _____